



## **THE GEORGIA DEPARTMENT OF TRANSPORTATION ROADSIDE ENHANCEMENT AND BEAUTIFICATION GRANT PROGRAM**

**Mission Statement:** To provide a perpetual method to mitigate for vegetation removal in front of outdoor advertising signs. Emphasis shall be given to providing funds for public enhancements and beautification of the rights of way.

**Fund Allocation:** The Georgia Department of Transportation, hereafter referred to as the Department, may allocate monies each year to establish landscape projects in the State of Georgia. The total funds that will be awarded depend on the amount of money available each year as provided by Contributory Value fees paid to the Department for Vegetation Management permits.

The Roadside Enhancement and Beautification Council, hereafter referred to as the Council, established in accordance with Code section 32-6-75.1, assists the Commissioner with recommendations for expenditures from the Roadside Enhancement and Beautification Fund.

The funds may be used only for landscape purposes and for the furtherance of roadside enhancement and beautification projects along public roads in Georgia. One hundred percent of the awarded grant funds are to be used for plant material and its installation within existing right of way along Georgia state routes.

Individual grants shall not exceed \$50,000. The maximum cumulative fund allotment each year shall be \$50,000 within a local government entity.

**Award Selection:** Applications with proposal packages shall be submitted to the District Offices for initial review. Conceptual projects selected on the District level shall be sent to the Landscape Architecture Section in the State Office of Maintenance for preliminary evaluation. Once evaluation for suitable design and safety is completed, the Landscape Architecture Section shall present the applications with proposal packages to the Council for review during a quarterly meeting. The final deadline for application submittal for consideration will be November 30, 2008 for fiscal year 2009.

After consideration of the presented projects, the Council shall forward recommendations to the Georgia Department of Transportation Commissioner. Final approval of a grant shall be made by the Commissioner. The Department reserves the right to reject any or all proposals.

Applicants and the District Offices will be notified of results shortly after the Department makes its approval choice(s).

**Submittals Required:** The original proposal in electronic form plus five (5) hard-copies must be presented for review to the Department District Offices. A signed Memorandum of Understanding will be required with the submittal. The District Offices shall forward a copy of the electronic submittal plus three (3) of the project hardcopies to the Landscape Architecture Section.

Once awarded a grant, grant recipients must furnish both electronic and hard-copy, working-drawing versions of landscape design documents and written perpetual maintenance plans for their awarded projects to their Department District Office for Special Encroachment Permit application. A signed Memorandum of Agreement will be required after the encroachment permit is approved.

**Disbursement of Grant Funds:** The Grantee has a maximum of thirty (30) months to complete the project from the date of the signed Agreement. Planting should be scheduled during the optimal time for the proposed plant material.

Once construction begins, invoices shall be submitted to the Landscape Architecture Section by the grant recipient on a quarterly basis, until the grant amount is exhausted, using an Invoice Cover Letter provided by the Department.

**Who can apply for Grants?** Any organization, local government, or state agency may apply contingent upon obtaining a resolution by a local government authorizing the group to apply for a grant. Once a grant is awarded and a Special Encroachment Permit is approved, the local government entity sponsor must sign a [perpetual maintenance agreement](#) with the Department for the project.

### **Submitting a Grant Application:**

1. For information about Department grants and landscaping, visit the Department's [Landscape](#) web page and review the [requirements for applications and enhancement of the right of way](#).
2. Download the Department's [Grant Application Form](#) (includes the Resolution Authorization Form).
3. Fill out the Application and submit with the Proposal to the [District Office](#).
4. Download a Memorandum of Understanding form.

### **Proposal Requirements:**

1. The entire Proposal package in electronic form and five (5) 8½ x 11 hard-copies.
  - a. The Application, Resolution, and Memorandum of Understanding.
  - b. A brief description of the concept for the beautification project (maximum one page)
  - c. A location map
  - d. Site analysis including photographs and existing site features.
  - e. A conceptual landscape drawing.
  - f. Long term maintenance action plan.
  - g. Preliminary itemized estimate using grant funds.

**Items Not Covered by Grant Funds:** Funds cannot be used for maintenance, design, administration, highway construction, office furnishings and fixtures, entertainment, lobbying, equipment, or mitigation.

Any cost for annual plant material (seasonal color) shall be provided by the applicant.

Submittals shall be confined to "softscape" landscaping only. Paving, benches, fences, flagpoles, signage, lighting, and fountains are not allowed.

An exception to hardscape exclusions is a percent of grant funding may be considered for irrigation on projects approved by the Department. Typically, irrigation is not allowed within medians.

Enhancement funds shall not be used for planting at private developments, individual businesses, or in front of advertising signs that solely benefits and brings attention to only those businesses, developments, or signs.

**Scope:** The project should involve the local community, display the right of way in an attractive fashion, and promote pride in Georgia by enhancement of the right of way.

Supporting funds in the amount of design fees and maintenance costs shall be provided by the applicant. Projected or actual amounts must be included in the application.

Once completed, the project should have a regular maintenance schedule to ensure its continued operation. A detailed annual maintenance plan of action with a tangible source of funding shall be submitted with the application.

Each grantee must agree to the grant certifications and conditions by signing a Memorandum of Understanding. The grantee will be required to respond to landscape review and comment by the Department in order to provide continuity and unity with other statewide project submittals and in order to comply with the Department's safety and maintenance standards. Refer to the [TOPPS document 6755-9 Landscaping on the Right of Way](#) for guidelines for final plan submittal. Grant award does not imply final approval of plan submittals. Projects awarded a grant must still complete the application process for a Special Encroachment Permit. Once approved, the grantee must sign a Memorandum of Agreement and keep records of the project.

The project should have realistic goals and objectives. The project should make a long-term, visual, aesthetic impact while avoiding distraction to drivers on the roadway.

**Record Keeping:** Once completed, the project manager should keep a record of public comments to gauge the success of the project in implementing the goals of the grant program along with any letters of support from local organizations.

Any group that receives a grant will be required to submit a record of progress from start to completion, receipts showing how the grant money was spent, along with photos of the final implementation of the plan to the Department's State Office of Maintenance. Upon completion of the project, the grantee will be required to submit a concise electronic presentation file for use at one of the Roadside Enhancement and Beautification Council quarterly meetings. All reports are due as soon as possible.

**Implementation:** The applicant shall meet all of the Department's requirements for safety and MUTCD (Manual on Uniform Traffic Control Devices) minimum standards for traffic safety found online at <http://mutcd.fhwa.dot.gov/pdfs/2003r1/Ch6A-E.pdf>.

The grant recipient is responsible for insuring the contractor obtain all required permits. These may include, but are not limited to:

- Special Encroachment permit
- Wetlands permits (COE)
- Building construction permits
- Erosion and sedimentation control permits
- Storm water management permits
- Any required local permits

**FY 2009 Application for Georgia Department of Transportation  
GATEway Grant  
For Roadside Enhancement and Beautification**

**Applicant/Government Sponsor Information:**

|                        |                       |                      |  |
|------------------------|-----------------------|----------------------|--|
| Applicant/Organization |                       | Email Address        |  |
| Main Contact/Title     |                       | Contact Phone Number |  |
| Contact Address        | City                  | Zip Code             |  |
| Government Sponsor     | Sponsor Email Address |                      |  |
| Sponsor Contact/Title  |                       | Sponsor Phone Number |  |
| Sponsor Address        | City                  | Zip Code             |  |

**Project Information:**

|  |              |             |               |
|--|--------------|-------------|---------------|
| County   | City         | State Route | GDOT District |
| Speed Limit  | Project Name |             |               |
| Designers, Landscape Architects, Engineers, Construction Companies involved  |              |             |               |
| If a continuation of an existing project, what is the P.I. [project number]? |              |             |               |

**Supporting Documentation (attach the following and check off):**

|  |  |
|--|--|
| <input type="checkbox"/> Description of Project (max. 1 page)              | <input type="checkbox"/> Conceptual Landscape Drawing                    |
| <input type="checkbox"/> Location Map                                      | <input type="checkbox"/> Long Term Maintenance Action Plan               |
| <input type="checkbox"/> Site Analysis (photos and existing site features) | <input type="checkbox"/> Preliminary Itemized Estimate using Grant Funds |
| <input type="checkbox"/> Memorandum of Understanding                       |  |

**Funds:**

|  |                  |
|--|------------------|
| Estimated Total Cost of Project                | Amount Requested |
| Funding Sources for Items not Covered by Grant |                  |

I understand and acknowledge that the following guidelines must be followed as it relates to this project:

USDOT/FHWA A Manual on Uniform Traffic Control Devices – current edition  
GDOT Standard Specifications for Construction of Transportation Systems  
GDOT Special Provision Sections 202, 700, and 702  
ANSI Z 60.1 American Standard for Nursery Stock – current edition  
GDOT Scenic Byway Program and Corridor Management Plan Guidelines and Requirements  
The Americans with Disabilities Act

**Landscape Guidelines** for application submittals shall follow the policy established for ***Landscaping on the DOT Right of Way*** (TOPPS 6755-9) and/or as established by the Landscape Architecture unit of Georgia Department of Transportation Maintenance.

This project must be completed by the grantee within thirty (30) months from the date of the signed Agreement. Failure to meet this deadline will subject these funds to reallocation.

The undersigned, hereby certifies that all requirements of the grant program are understood, and that all information provided in this grant application is true and correct, and represents the desires of the local government entity where the project will be installed.

The undersigned shall be responsible for any and all damages to property or persons and shall save harmless the DEPARTMENT, its officers, agents, and employees from all suits, claims, actions or damages of any nature whatsoever resulting from the negligence of the undersigned in the performance of work under this Grant Application.

The undersigned hereby indemnifies and hold harmless the DEPARTMENT, its officers, agents, and employees from and against any and all claims, damages, losses and expenses arising out of the undersigned's negligent acts, errors or omissions in the performance of this Agreement.

These indemnities shall not be limited by reason of the listing of any insurance coverage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Submit to:

Georgia Department of Transportation  
ATTN: [District Engineer](#)

For Department use only:

Grant Number \_\_\_\_\_

Please review submittal deadlines in the grant program guidelines.  
Send any questions to [Landscape@dot.state.ga.us](mailto:Landscape@dot.state.ga.us).

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE Executive Legislative Body OF THE Local Government Entity AUTHORIZING THE Grant Applicant TO APPLY FOR AND ACCEPT A GATEway GRANT. UPON AWARD OF THE GRANT, THE Local Government Entity SHALL ENTER INTO A MOWING AND MAINTENANCE AGREEMENT WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION.

WHEREAS, many roadside areas and median strips within Department of Transportation rights of way must be maintained and attractively landscaped; and

Whereas, the Executive Legislative Body of the Local Government Entity beautify and improve various rights of way by landscaping within the Local Government Entity; and

Whereas, the Executive Legislative Body of the Local Government Entity wish to authorize the Grant Applicant to apply for a GATEway Grant from the Georgia Department of Transportation, and if awarded, to enter into a Mowing and Maintenance Agreement between Local Government Entity and the Georgia Department of Transportation.

NOW THEREFORE,

BE IT RESOLVED by the Executive Legislative Body of the Local Government Entity

Section 1. The Executive Legislative Body of the Local Government Entity hereby authorize the Grant Applicant to apply for a GATEway Grant. Upon award of the grant, the Local Government Entity shall enter into a Mowing and Maintenance Agreement between the Local Government Entity and the Georgia Department of Transportation.

Section 2. The City/County Clerk of Local Government Entity is hereby directed to send copies of this Resolution to the Department of Transportation and all other persons as directed by the Executive Legislative Body.

APPROVED AND ADOPTED by the Executive Legislative Body of the Local Government Entity at the regular meeting assembled this Date day of Month and Year .

ATTEST:

\_\_\_\_\_  
CITY/COUNTY CLERK

(City Seal)

\_\_\_\_\_  
EXECUTIVE OFFICER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY/COUNTY ATTORNEY

SPONSORED BY: Local Government Entity of the Local Government Entity